



JOB ANNOUNCEMENT

Support Specialist – Accreditation & Educator Effectiveness

JOB POSTING ID: 601909
APPLY BEFORE: April 18, 2016
LOCATION: Indianapolis
TO APPLY: www.careers.IN.gov
HIRING SALARY: \$32,000

JOB DESCRIPTION:

Incumbent functions as a Support Specialist within the Indiana Department of Education's (IDOE) Office of School Accreditation & Educator Effectiveness providing a wide range of administrative support related tasks. Support Specialist works independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting the School Accreditation and Educator Effectiveness staff. This position encompasses, but is not limited to, the following responsibilities:

- Provide general administrative support (i.e., correspondence, copying, scanning, maintaining files, rental car requests, payroll, entering contract documents in CMS).
- Develop and implement procedures to increase efficiency and accuracy of office management.
- Provide accurate policy and procedural information to telephone callers about the accreditation process, school calendar inquiries, instructional time waiver requests, teacher evaluation and other educator effectiveness initiatives as well as other department policies and procedures.
- Receive and maintain information that must remain confidential. Refer public records requests to the department's legal staff.
- Handle travel arrangements, conference registrations, out-of-state travel requests, and reimbursement vouchers to support duties of staff members; prepare "Requests for Non-Payroll Personal Services" (yellow sheets) to support division activities.
- Assist school representatives in verification of compliance with legal standards required for accreditation.
- Communicate with other divisions of the department as well as with other state agencies to coordinate reporting of information.

- Maintain individual school records related to compliance with the legal standards required for accreditation, professional development grants, excellence in performance grants, educator evaluation plans and reporting of ratings, etc.
- Monitor CRU application for school improvement planning; contacting applicants about the status of their application and sending certificates to applicants once applications are approved, entering grant contracts for educator effectiveness in CMS system and monitoring status.
- Maintain and manage Accreditation homepage and Educator Effectiveness webpages.
- Assist and manage logistics for the TOY and Milken awards, especially banquets and celebrations; respond to phone calls and emails that require basic or generic information regarding educator effectiveness; data entry/create spreadsheets for evaluation plans and performance awards.
- Perform other duties as assigned.

PREFERRED EXPERIENCE & COMPETENCIES:

Minimum of two (2) years of college or other post-secondary education or certification plus at least three (3) years of work experience in an administrative support or related role.

- Knowledge and understanding of requirements and purposes of IDEA, Article 7, and FERPA
- Demonstrates knowledge of internal and external customers; is sensitive to customer needs and expectations
- Working knowledge of office and accounting procedures.
- Effective oral and written communication skills.
- Ability to create, enhance, and edit written materials.
- Strong organizational skills and an independent working style.
- Proficiency using software applications including Word, Excel, PowerPoint, and databases.
- Ability to manage multiple, simultaneous tasks and to maintain composure when dealing with stress and demanding situations.
- Willingness to work cooperatively with colleagues and to be a contributing team member.
- Ability to travel locally and regionally as responsibilities demand.
- Working knowledge of Microsoft Office programs and database skills.